

# Pharmaceuticals & Medical Devices Bureau of India (PMBI)

(SET UP UNDER THE DEPARTMENT OF PHARMACEUTICALS, GOVERNMENT OF INDIA)

B-500, Tower- B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi – 110029  
Telephone: 011-49431800, Website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

## E-TENDER FOR EMPANELMENT OF STOCK AND INTERNAL AUDITORS FOR PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)

**TENDER NO: - PMBI/ACCOUNTS/01/2026**

**Dated: 30/01/2026**

Pharmaceuticals & Medical Devices Bureau of India (PMBI), B-500, Tower- B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi – 110029 invites online bids in two covers (Technical and Financial) as per details in the tender document.

2. Tender documents may be downloaded from the CPPP eProcurement Portal <https://eprocure.gov.in> and from website of PMBI: [janaushadhi.gov.in](http://janaushadhi.gov.in) as given in Critical Date Sheet as under: -

### CRITICAL DATE SHEET

Date of availability of tender document on website	<b>30.01.2026 (Friday)</b>
Bid Document Download Start Date	<b>30.01.2026 (Friday)</b>
Doubts and queries regarding Tender document should be sent by e-mail-to-e-mail id <a href="mailto:finance4@janaushadhi.gov.in">"finance4@janaushadhi.gov.in,</a> <a href="mailto:finance@janaushadhi.gov.in">"finance@janaushadhi.gov.in,</a> <a href="mailto:hradm@janaushadhi.gov.in">"hradm@janaushadhi.gov.in,</a> <a href="mailto:gmfinance@janaushadhi.gov.in">"gmfinance@janaushadhi.gov.in,</a>	<b>04.02.2026 (Wednesday) up to 17:00 hours.</b>
By the likely bidders latest by	
Time and date and place of pre-bid meeting	<b>NA</b>
Last Date and time for submission of Earnest Money Deposit (EMD) in physical Form in office of PMBI, B-500, TowerB, 5th Floor, World Trade Center, Nauroji Nagar, Delhi - 110029	<b>17.02.2026 (Thursday)</b>
Bids in two covers (Technical and Financial) online submission end Date & Time	<b>20.02.2026 (Friday) till 4:00 PM</b>
Cover A (Technical Bid) Opening Date & Time.	<b>23.02.2026 (Monday) till 04:00 PM</b>
Bid/ Tender Should be valid for acceptance at least up to	90 days after opening of technical bid

### **Note: -**

1. Bids shall be submitted online only at CPP website: <https://eprocure.gov.in>. Manual bids shall not be accepted.
2. Bidders are advised to follow the instructions being given in the tender document.
3. Bidder shall not modify the downloaded tender form including downloaded financial bid template in any manner.

4. Bidders are advised to check the website of PMBI: [janaushadhi.gov.in](http://janaushadhi.gov.in) and CPPP website <https://eprocure.gov.in> at least 3 days prior to closing date of submission of tender for any corrigendum, addendum, or amendment to the tender document.

5. The detailed terms and conditions have given in tender document. Likely bidders are requested to go through the tender and apply as per the given terms. Self-attested documents as required in tender document should be uploaded while submitting online bid. In absence of above document, the bid will be liable to be ignored and not considered.

6. Tender cost: The tender document can be downloaded free of cost from the CPPP e-Procurement Portal <https://eprocure.gov.in> and from the website of PMBI: [janaushadhi.gov.in](http://janaushadhi.gov.in).

7. Earnest Money Deposit (EMD)/ Bid Security Declaration: The bidder must submit a 'Bid Security Declaration' declaring disqualification/suspension of his bid in case the bid is withdrawn or modified by him during the bid validity period. The format of 'Bid Security Declaration' is available in the Tender Document. 'Bid Security Declaration' duly signed must be uploaded while submitting the e-bid. Tenders received without the 'Bid Security Declaration' will be rejected (except in the case of NSIC/MSEs registered bidders).

*The Micro and Small enterprises (MSEs) and the firms registered with National Small Industries Corporation (NSIC) etc. are exempted from submitting the Bid Security as per prevailing rules. However, they have to submit the valid documentary evidence in support of MSE/Registration with NSIC (indicating the items for which they are registered.) along with the technical bid.*

Yours faithfully,  
Sd/-

Manager (A&F)  
For & on behalf of PMBI  
Ph: 011-49431809



**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**

**(Under the Department of Pharmaceuticals, Govt. of India)**

B-500, Tower- B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi – 110029

Telephone: 011-49431800/49431809/49431883

Website: [janaushadhi.gov.in](http://janaushadhi.gov.in)

**E-TENDER FOR EMPANELMENT OF STOCK AND INTERNAL AUDITORS**

**To**

**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**

**Devices Bureau of India**

**LAST DATE FOR ONLINE SUBMISSION OF TENDER: 20.02.2026**



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**PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**  
**(Under the Department of Pharmaceuticals, Government of India)**

Registered & Working Office: B-500, Tower – B, 5th Floor, World Trade Center, Nauroji Nagar,  
Delhi - 110029

**Telephone:** 011 - 49431800/ 49431809/ 49431883

**Website:** [www.janaushadhi.gov.in](http://www.janaushadhi.gov.in),

**e-tender for empanelment of Stock and Internal Auditors for Pharmaceuticals and Medical  
Devices Bureau of India for the FY 2025-26**

**Data Sheet**

Tender Reference:	PMBI/Accounts/01/2026, Date - 30/01/2026
Tender Website:	<a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
Date of availability of tender documents on website:	On 30.01.2026 (Friday)
Doubts and queries regarding Tender document should be sent by e-mail-to-e-mail id <a href="mailto:finance4@janaushadhi.gov.in">“finance4@janaushadhi.gov.in,</a> <a href="mailto:finance@janaushadhi.gov.in">“finance@janaushadhi.gov.in,</a> <a href="mailto:hradm@janaushadhi.gov.in">“hradm@janaushadhi.gov.in,</a> <a href="mailto:gmfinance@janaushadhi.gov.in">“gmfinance@janaushadhi.gov.in,</a>	04.02.2026 (Wednesday) upto 17:00 hours.
By the likely bidders latest by	
Time, date and place of pre-bid meeting:	NA
Last date and time for submission of Online Bid i. Submission End Date and time	20.02.2026 (Friday) till 4:00 PM
<b>Last Date and time for submission of EMD</b> in physical Form in the office of Pharmaceuticals & Medical Devices Bureau of India, B-500, Tower – B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi - 110029	17.02.2026 (Thursday)
Time and date of opening of Technical Bid	23.02.2026 (Monday) till 04:00 PM
Place of opening of tender	<b>Pharmaceuticals &amp; Medical Devices Bureau of India (PMBI)</b> , B-500, Tower-B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi-110029
Opening of Tender online on	<a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
Address for Communication	<b>Pharmaceuticals &amp; Medical Devices Bureau of India (PMBI)</b> , B-500, Tower-B, 5th Floor, World Trade Center, Nauroji Nagar, Delhi-110029
Cost of the Tender Document	Free of Cost

Contact Person for clarification if any	<b>1. Mrs. Savita</b> Assistant Manager (Finance) Phone: - 011-49431883 Email: - <a href="mailto:finance4@janaushadhi.gov.in">finance4@janaushadhi.gov.in</a> <b>2. Mr. Naveen</b> Manager (Finance) Phone: - 011-49431809 Email: - <a href="mailto:finance@janaushadhi.gov.in">finance@janaushadhi.gov.in</a>
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**Note:** The bidders shall be solely responsible for checking these websites at least 3 days prior to closing date of submission of tender for any addendum/amendment issued subsequently to the bid document and take into consideration the same while preparing and submitting the bids.

**Bids will be opened online.**

*The tender document can be downloaded free of cost from the CPPP e-Procurement Portal <https://eprocure.gov.in> and from the website of PMBI: [www.janaushadhi.gov.in](http://www.janaushadhi.gov.in). No tender cost is to be deposited. Bids shall be submitted online only at CPP portal i.e., <https://eprocure.gov.in>. Manual bids shall not be accepted except for the original documents/instruments as mentioned in tender document.*



## **PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI)**

### **e-TENDER FOR EMPANELMENT OF STOCK AND INTERNAL AUDITORS FOR PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA FOR THE FY 2025-26.**

#### **1. BACKGROUND**

PRADHAN MANTRI BHARTIYA JANAUSHADHI PARIYOJANA (PMBJP) is the initiative of Department of Pharmaceuticals, Ministry of Chemical and Fertilizer, Government of India launching with the noble objective of making quality generic medicines, surgical & consumables, and food products available at affordable prices for all, particularly the poor and disadvantaged, through specialized outlets called **PRADHAN MANTRI BHARTRIYA JANAUSHADHI KENDRA (PMBJK)**.

PMBI was established in December 2008 under the Department of Pharmaceuticals, Government of India, with the support of all the CPSUs, and identified as the executing agency for PMBJP. The Bureau has been registered as an independent society under the Societies Registration Act, 1860, in April 2010.

PMBI has opened 18,000 Pradhan Mantri Bhartiya Janaushadhi Kendra's at various places of India. Further to cater the needs of products of these Kendra's, PMBI's product basket contains 2,100 medicines and 300 Surgical. These products are being supplied through 01 Central warehouse at Gurugram, 04 Regional Warehouses at Guwahati, Surat, Chennai and Bangalore and 5 PMBI owned Kendra's at various places.

#### **Performance of PMBI during last three years was as follows:**

S. No.	Year	Turnover (In Cr.)	Total Kendra's
1	2022-23	790	9,304
2	2023-24	936	10,607
3	2024-25	1274	15,000
4	2025-26 (Proposed)	1568	20,000

PMBI requires the services of an audit firm for conducting Stock & Internal Audit Under IT Act & CGST Act. The Stock & Internal audit should be carried out in accordance with the General Standards and Adopted Practice.

**Tender Inviting Authority** - CEO, Pharmaceuticals & Medical Devices Bureau of India, B-500, Tower-B, 5 th Floor, World Trade Center, Nauroji Nagar, Delhi-110029 (hereinafter referred as

**Tender Inviting Authority** unless the context otherwise requires).

**Tender Accepting Authority**- CEO, Pharmaceuticals & Medical Devices Bureau of India (hereinafter referred as PMBI unless the context otherwise requires).

**Tender Inviting Authority Invites Tender for the Empanelment of Stock and Internal Auditors to PHARMACEUTICALS & MEDICAL DEVICES BUREAU OF INDIA (PMBI) for the FY 2025-26.**

## **2. CONTRACT COMMITMENT**

Pharmaceuticals & Medical Devices Bureau of India (PMBI) is the implementing agency of Pradhan Mantri Bhartiya Janaushadhi Pariyojana (PMBJP). PMBI was established in December, 2008. The Bureau has been registered as an independent society under the Societies Registration Act, 1860 as a separate independent legal entity in April, 2010. PMBI follows the provisions of GFR, 2017 as amended from time to time.

The agency is established by five PSUs. PMBI is willing to roll out the tender for selecting the firm for performing Stock & Internal Audit of Pharmaceuticals & Medical Devices Bureau of India (PMBI) and submit final report to PMBI.

## **3. TERMS OF REFERENCE FOR EMPANELMENT OF STOCK AND INTERNAL AUDITORS**

### **4. SCOPE OF SERVICE**

The audit should be carried out in accordance with the General Standards and Adopted Practice on Stock & Internal Audit and General Financial Rule (GFR), 2017 as amended from time to time in this regard.

#### **For Stock Audit**

1. Create a framework & procedure for carrying out audit
2. Verification of Physical Inventories from books and valuation stock at weighted average or market value whichever is lower
3. Review Placement of Medicine in Warehouse
4. Audit of record keeping, physical placement and system analysis as per Drug & Cosmetics Act 1940
5. NSQ, Hold, physically returned medicines accounting and their clearance system
6. Review of First Expired First Out (FEFO) system
7. Evaluate Inward and Outward System
8. Specifically considering the risk of material misstatements in the financial statement from fraud

#### **For Internal Audit**

1. Create a framework & procedure for carrying out audit
2. Sales Process - Verification of Sales Invoices with relevant document like order, gate outward register etc. and their matching with ledgers
3. Purchase Process - Verification of Purchase Invoices with relevant document like order, gate inward register, quality approval etc. and their matching with ledgers
4. Debit & Credit Notes Audit - Verification with all relevant docs & matching with ledgers
5. Fixed Assets Audit - Verify the existence, value of fixed assets and any addition and sale during the year with relevant documents & matching with ledger and review depreciation chart.
6. Inventory Process - Verification of stock by using sample selection and matching inventory with ledger



7. IT Audit – Verification of IT system, existence, value, any addition, sale and security of organization and ensure that IT system is running efficiently and in compliance with security protocols
8. Marketing Process – Review organization's marketing function to verify marketing systems are accurate, relevant, reliable, strategies and best in practice
9. Quality Process – Examine Company's quality management system to ensure compliance with regulations and industry standards
10. HR Process – Examine HR' process, practice, policies and procedure to identify gaps in HR practice area
11. Debtors & Creditors Reconciliation and their ageing
12. Reconciliation and audit of statutory compliance like – GST, TDS, TCS, GST TDS etc
13. Specifically considering the risk of material misstatements in the financial statement from fraud
14. Specific, if there is any other assignment allocated by PMBI management during contract period

**NOTE:**

(1) As per clause 6, of part I of the First Schedule to the Chartered Accountants Act, 1949, the minimum audit fee should be quoted by the bidder for a financial year for whole assignment as per the scope of work is Rs 10,00,000/- (Rupees Ten Lac only) excluding GST.

(2) Out-of-pocket expenses: -

- (a) **Internal Audit:** - No out-of-Pocket expenses such as TA/DA etc. will be payable to the bidder.
- (b) **Stock Audit:** - (i) Considering the Delhi as local area, no out of pocket expenses such as TA/DA & Transportation will be paid for Delhi Stock Audit.
- (ii) For out station Stock Audit – (Except Delhi) following payments are allowed: -

**Loading & Boarding: -**

- (i) Rs. 2,000 + Taxes for metro city and Rs. 1,500 + Taxes for non-metro city for Qualified CA, CMA
- (ii) Rs. 1,500 + Taxes for metro city and Rs. 1,200 + Taxes for non-metro city for non-semi/semi qualified CA/CMA

**Travelling: -**

Train AC – 3 Tier/ Economy Class Air Ticket- with actual local conveyance will be provided

**DA: -**

- (i) Rs. 800 for metro city and Rs. 600 for non-metro city is allowed for Qualified CA/CMA
- (ii) Rs. 600 for metro city and Rs. 500 for non-metro city is allowed to non-semi/semi qualified CA/CMA

The transportation & staying facility for outstation may be arranged and paid by PMBI directly travelling date and name of auditors are shared before 15 days of start of audit. Otherwise, auditors have to manage their travelling and staying on their own and PMBI will be responsible to make payment as per agreement on submission of bills.

(3)The bidder shall not outsource/subcontracting the work to any other associates/ franchisee/third party under any circumstances.

(4) Bidder shall keep confidential all the detail/ information pertaining to this assignment under this BID, shall not disclose the same information outsider until unless, it is NIT duly approved by PMBI.

(5)The current scope of work is applicable for FY 2025-26; however, the same contract can be further extended up-to 2 more financial year (FY 2026-27 & FY 2027-28) based upon satisfactory services and mutual consent.

(6)The Auditor may be responsible for independent assessments, fraud detection and prevention, financial accuracy & compliance and provide valuable insights and suggestions for corrective actions, ensuring appropriate follow-through identified issues and presented their findings in documented audit reports.

## 5. KEY PERSONNEL REQUIRED

(a) Minimum Key Personal require for Stock Audit: -

S. No.	Position/Profile	Educational qualification	Qualification criteria
1.	Team Leader	Chartered Accountant	Minimum 10 years of relevant experience in Audit services
2.	Support Auditor 1	Chartered Accountant	Minimum 3 years of relevant experience in Audit services
3.	Supporting Team Members	Semi Chartered Accountant	Minimum 1 years of relevant experience in Audit services

Tentative number of persons required in the audit team apart from the above-mentioned (a) key personal: -

S. No.	Locations	Address	Approx stock value (Rs. 500 cr) as on 31.03.26	Tentative no. of persons required in the audit team
1.	Gurugram (Central Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- K. no 60/14/2, Block no A, B & C Sugai Logistics Park Opp GITM College, Tauru Road-Bilaspur Gurugram-	235	25

		Haryana 122413		
2.	Chennai (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- 237/3, 243/1B, 6/14, Solipalayam, Village, Ponneri TK Orkadu Road, Sholavaram, Chennai, Tiruvallur, Tamil Nadu 600067	25	5
3.	Guwahati (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Patta no 228, Dag no 698, Village Pamohi Under Mauza Ramsarane, Hill View Complex, Deochatal Pamohi Gorchuk Pamohi Road, PS Gurchuk, Distt- Kamrup, Assam- 781035 Stock Taking- 01.04.2023 to 10.04.2023	40	8
4.	Surat (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Plot no A-23/2, A-24/1, Part-C, Ichhapore GIDC Estate, Magdala Road, Ichhapore, TA, Choryasi, Dist- Surat 394510 Stock Taking- 01.04.2023 to 10.04.2023	70	10
5.	Bangalore (Regional Warehouse)	Pharmaceuticals & Medical Devices Bureau of India- Plot No 162,163 KIADB Industrial Area, Hi Tech Defence Aerospace Park, Devanahali, Bengaluru, Bengaluru Rural Karnatake - 562110	145	20
6.	Delhi (Janaushadhi Kendra)	Pharmaceuticals & Medical Devices Bureau of India- Armi Base Hospital, Polyclinic & Trauma Center Complex, Delhi Cantt - 110010	0.10	1

7.	Haldwani (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- Susheela Tiwari Government Hospital, Haldwani, Nanital, Rampur Road, Uttarakhand - 263129	0.20	1
8.	Chandigarh (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- New OPD, Level-2, PGIMER, Chandigarh 160012	0.25	1
9.	Shilong (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- Neigrhims hospital, OPD Block, mawdiangdiang East Khasi Hills, Meghalaya - 793018	0.30	1
10.	Mussoorie (Janaushadhi Kendras)	Pharmaceuticals & Medical Devices Bureau of India- Lal Bahadur Shastri National Academy of Administration Mussoorie, Dehradun, Uttarakhand- 248179	0.05	1

(b) Minimum Key Personal require for Internal Audit:

S. No.	Position/Profile	Educational qualification	Qualification criteria
1.	Team Leader	Chartered Accountant	Minimum 10 years of relevant experience in Audit services
2.	Support Auditor 1	Chartered Accountant	Minimum 3 years of relevant experience in Audit services

Tentative number of persons required in the audit team apart from the above-mentioned (b) key personal: -

S. No.	Location	Address	Tentative no. of persons required in the audit team
1.	Delhi Head Office	B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar, New Delhi-110029	Minimum 5 Non-Semi/Semi qualified persons.

**Note: -**

- (i) Number of warehouses and Janaushadhi Kendra may vary year to year as well as the stock positions.
- (ii) 60-75 members in four group may require to complete the audit in time (within ten days)
- (iii) 100% Stock audit require for livestock & 10% minimum of expired stock.

## **6. REPORTING/DELIVERABLES**

Stock & Internal audit report on yearly basis as per the format to be agreed with PMBI and to be submitted to the head of the organization. Any violations or challenges noticed during the audit process are to be immediately reported to the designated officers of PMBI in written communication.

## **7. ELIGIBILITY REQUIREMENT**

S. No.	Description	Details	Supporting documents
1.	Company Registration	Bidder should be: <ul style="list-style-type: none"><li>A firm is in operation for a minimum period of 10 years as on 01 April 2025</li><li>The firms should an office based in Delhi &amp; NCR</li><li>Bidder should have a valid registration with The Institute of Chartered Accountants of India (ICAI)</li></ul>	<ul style="list-style-type: none"><li>Certificate of Incorporation (Registration and Partnership deed / MoA / AoA)</li><li>Proof of office in Delhi &amp; NCR (electricity bill/ landline bill/ power of attorney)</li><li>Copy of ICAI Registration Certificate</li></ul> <p>All detail as per <u>Annexure "2"</u></p>
2.	Financial Strength	The Bidder should have a minimum Average Annual Turnover of Rs. 25 lakh (Gross Fee receipt), for Fin Yr 2022-23, 2023-24 & 2024-25.	Turnover certificate from a Chartered Accountant, as per <u>Annexure "3"</u>
3(a).	Technical	(i) The bidder should	<ul style="list-style-type: none"><li>Letter of Award/ Work</li></ul>

	Strength	<p>have successfully completed minimum two stock audit in last 2 years, i.e., Fin Yr 2023-24 &amp; Fin Yr 2024-25 for companies having a minimum turnover of INR 100 crore. (Excluding Service Sector like Bank, NBFC, Insurance companies, etc.,)</p> <p>(ii) The bidder should have successfully completed minimum two Internal audit assignments in last 2 years, i.e., Fin Yr 2023-24 &amp; Fin Yr 2024-25 for companies having a minimum turnover of INR 100 crore. (Excluding Service Sector like Bank, NBFC, Insurance companies, etc.,)</p> <p>(iii) The bidder should have satisfactorily completed Internal audit for at least two PSU / Government organization of turnover Rs 500 Cr during the last 5 years, i.e., Fin Yr 2020-21, 2021-22, 2022-23, 2023-24 &amp; 2024-25. (Excluding Service Sector like Bank, NBFC, Insurance</p>	<p>Order/ Completion Certificate</p> <ul style="list-style-type: none"> <li>• Certified statements of INR 100 crore company turnover for each stock &amp; internal audit assignment. (if there is group of companies, then standalone financial statement requires)</li> <li>• Certified statements of INR 500 crore company turnover for each audit. (if there is group of companies, then standalone financial statement requires)</li> </ul> <p>Summary for the firm experience shall be provided as per <u>Annexure "4"</u> and detail for each experience in each separate sheet should be provided in <u>Annexure "5"</u></p>
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		companies, etc.,)	
3(b).	Technical Strength	The bidder must have a minimum of 02 full time qualified chartered accountants to provide audit services and be able to provide an independent audit team with no possible conflict of interest.	Proof of qualified chartered accountant authorized certificate/ letter associated with the bidder. As per <u>Annexure "6"</u>
4.	No blacklisting	The Bidder should not have been blacklisted/ debarred by any Central / State Government/ Public or Private Sector Undertakings	Undertaking on company letter head, as per <u>Annexure "8"</u>
5.	No litigations/ conflicts	The Bidder shall not have been involved in any litigation/ conflicts that may have an impact affecting or compromising the delivery of proposed services under this Bid.	Undertaking on company letter head, as per <u>Annexure "9"</u>
6.	Bid Security Declaration	The Bids must be supported by a Bid Security Declaration.	Bid Security Declaration on company letter head, as per <u>Annexure "10"</u>
7.	Earnest Deposit Money (EMD)	The Bids must be supported by Earnest Deposit Money (EMD)	Earnest Deposit Money (EMD) as per <u>Annexure "11"</u>



## **8. EARNEST DEPOSIT MONEY (EMD)**

### **(i) Earnest Money Deposit (EMD) and Exemptions**

EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Bank Guarantee or National Electronic Fund Transfer (NEFT) or Bankers Cheque or Demand Draft from Nationalized/Scheduled Bank favoring “Pharmaceuticals & Medical Devices Bureau of India” payable at Delhi which is to be submitted in original to PMBI, New Delhi on or before the date and time stipulated in tender document. Name & full address of the bidder may be written at the back of the Demand Draft/Pay Order.

EMD in any other form like Cheque/cash/postal order etc. will not be accepted. The Bid (in case not exempted for EMD as mentioned in tender document) without EMD shall be summarily rejected.

Account Details for National Electronic Fund Transfer (NEFT): Bank Name: Bank of Baroda, Account No. 05860200001696, IFSC Code: BARB0PARLIA

No interest will be paid on the EMD.

Tenderers falling under MSEs may be exempted from the payment of EMD, if valid registration certificate from NSIC/MSME/ Udyam Registration Certificate is uploaded and submitted self-attested copy with Technical Bid.

The scanned copy of the Bank Guarantee or DD to be uploaded in e-Procurement portal and the hard copy of the BG / DD must reach at “**Pharmaceuticals & Medical Devices Bureau of India**, B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar, New Delhi-110029” before last date of submission of bid.

### **(ii) Return of EMD**

The EMDs of successful Bidder/s shall be returned / refunded after completion of the audit. For unsuccessful bidder's the EMD will be return immediate within 30 days of award of contract.

### **3) Forfeiture of EMD**

The EMD made by the bidder will be forfeited if:

- a) Bidder withdraws its bid before opening of the bids.
- b) Bidder withdraws its bid after opening of the bids but before Notification of Award.
- c) Selected Bidder withdraws its bid / Proposal before furnishing Performance Bank Guarantee.
- d) Bidder violates any of the provisions of the BID up to submission of Performance Bank



Guarantee.

f) Bidder fails to submit the Performance Bank Guarantee within stipulated period from the date of execution of the contract. In such instance, PMBI at its discretion may cancel the order placed on the selected Bidder without giving any notice.

Note: In case of NEFT/RTGS the applicant shall provide the Unique Transaction Reference (UTR) number duly signed by the authorized signatory. Micro and Small Enterprises (MSEs) are exempt from submitting the Earnest Money Deposit (EMD). Parties seeking this exemption must provide the necessary supporting documents such as MSME Certificate or Udyam Registration Certificate, as proof of their MSE status.



## **9. BID DOCUMENT**

Interested eligible parties shall be submitted their bids in two Parts as follows: -

- (i) Technical Bid (Cover "A")
- (ii) Financial Bid/ Price Bid (Cover "B")

Details of both bids are given as follows:

### **10. COVER "A" - Technical Bid**

The Bidder should upload the following documents while submitting technical bid hereafter called "Cover A". (Scanned copies of each page of all documents should be uploaded while submitting technical bid):

1. Letter of Technical Proposal as per Annexure - 1
2. Organizational contact details as per Annexure - 2
3. Turnover certificate as per Annexure - 3
4. Summary of relevant experience as per Annexure - 4
5. Experience of the organization as per Annexure - 5
6. Key personnel details as per Annexure - 6
7. Declarations as per Annexure - 7 & 8
8. Bid Security Declaration Annexure - 9
9. Audited account statement of the last three financial years attested by the responsible officer/ authority.
10. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder

## **11. Annexure 1 - Letter of Technical Proposal Submission**

To,

The Chief Executive Officer,  
Pharmaceuticals & Medical Devices  
Bureau of India

B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar, New Delhi-  
110029

Dear Sir,

Sub: Uploading of Technical Proposal for Empanelment of Stock & Internal Auditors for PMBI.

In response to the tender for the above purpose, we would like to submit our proposal for the above proposed task. We, having examined all relevant documents and understood their contents, hereby submit our bid.

As instructed, we uploaded the copies of the following documents:

1. Organizational contact details as per Annexure - 2
2. Turnover certificate as per Annexure - 3
3. Summary of relevant experience of firm as per Annexure - 4
4. Relevant Experience of the Firm as per Annexure - 5
5. Key personnel details as per Annexure - 6
6. Declaration as per Annexure - 7 & 8
7. Bid Security Declaration as per Annexure 9
8. Audited account statement of the last three financial years attested by the responsible officer/ authority.
1. Power of Attorney/ Board Resolution for Authorized Signatory of the Bidder (1 original and 1 copy)

We are also enclosing a copy of the tender with all pages signed and sealed to confirm our agreement to the terms. Sincerely and conditions as per BID through this bid.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## 12. Annexure 2 - Organization Details

S. No.	Particulars	Organization details
1.	Name of organization	
2.	Main areas of business	
3.	Type of organization	
4.	ICAI Registration Details	
5.	If it is a company/partnership firm: Registration no:	
6.	Address of registered office with telephone no & fax & e-mail	
7.	Whether the firm has been blacklisted by any authority in the country If yes, details thereof	
8.	Whether the firm has been involved in any litigation that may have an impact affecting or compromising the delivery of services required. If yes, details thereof	
9.	Address of offices in India	
10.	Contact person with telephone no. & e- mail id	

Enclose: -

- Copy of Certificate of Incorporation, if applicable.
- Copy of registration proof in respect of 4 above
- Copy of Article of Association in respect of 5 above, if applicable.
- Undertaking in respect of 7 and 8 above
- Proof of office premises in Delhi & NCR (electricity bill/ landline bill/ Power attorney)

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

### 13. Annexure 3 – Turnover certificate

- (i) It is certified that M/s..... is a Private Limited/Limited/Proprietorship/Partnership company/firm and they have PAN No. .... And GST Registration No. .... they have filed Income tax return and GST return up to date. The authorised signatory of the company/firm is Shri.....and whose signature is attested as under:.....
- (ii) The annual sales turnover (receipt) achieved by M/s..... for the past three financial years are given and certified that the statement is true and correct.

S.no.	Description	F.Y.	F.Y.	F.Y.
1	Annual turnover			
2	Net worth			
3	Profit			

This is to certify that (name of the Bidder) has Annual Turnover as shown above against the respective/s financial year/s.

For M/s.....  
Chartered Accountants  
Firm Registration No.....

CA.....  
Membership No.....

Pharmaceuticals & Medical  
Devices Bureau of India

Place:

Date:

UDIN:

Note: The turnover certificate should be accompanied by audited account statements. If a group, consolidated figure may be shown

**14. Annexure 4 – Summary of relevant experience of the firm**

S. No.	Type of credential (in line with minimum eligibility and technical evaluation requirements)	Name of the assignment	Proof submitted

Each of the projects mentioned in this Annexure should be detailed in Annexure 5

(Signature of bidder/Authorized Signatory with seal)

Name of the Bidder Seal of the Bidder:

Pharmaceuticals & Medical  
Devices Bureau of India

Place:

Date:

**15. Annexure 5 – Relevant Experience of the Firm as per the Format**

Name of the Bidder	
Type of Experience	
Name of the Project	
Period of assignment	
Description of services performed by the Bidder firm	
Name of the client and address	
Type of client – Public/ Private/ PSU	
Name, telephone no. and fax no. of client's representative	
Contract value of the assignment (in INR)	
Start date and finish date of services (month/ year)	
Brief description of the Project	

Note:

1. Use separate sheets for each relevant experience
2. Each relevant experience should be supported by a work order/ agreement/ client certificate/ financial statement (if group of the company, then standalone financial statement).

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

**16. Annexure 6 – Details of Key Personnel would be Engage in this Audit**

S. No.	Details of key personnel				
	Position	Educational qualification	ICAI Registration	Number of years of experience	List of relevant experience
1.					
2.					
3.					

(Signature of bidder/Authorized Signatory with seal)



**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**



**17. Annexure 7 - Declaration for all the information provided herewith is genuine and accurate.**

**DECLARATION**

To,

The Chief Executive Officer,  
Pharmaceuticals & Medical Devices Bureau of India

B-500, Tower B, 5th Floor, World Trade Center, Nauroji Nagar,  
New Delhi-110029

Dear Sir,

We hereby confirm that we are interested in competing for the services to undertake the task related to \_\_\_\_\_  
for Pharmaceuticals and Medical Devices Bureau of India. All the information provided herewith is genuine and accurate.

(Signature of bidder/Authorized Signatory with seal)

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## 18. Annexure 8 - Declaration for Blacklisting by Agency / Vendor

### DECLARATION

I/We M/s. .... represented by its Proprietor/Managing Partner/Managing Director having its registered office at ..... do hereby declare as under:

1. I/we hereby certify that all the particulars given by me are correct and true to the best of my/our knowledge.
2. I/we certify that if appointed for selection, I/we shall appoint separate teams for any competing clients who are in the same business as PMBI to avoid clash of interests and maintenance of secrecy. In case at any stage, it is found that the information given by me/us is false/incorrect, PMBI shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.
3. I/We declare that our organization has not been backlisted or debarred by any State Govt./Central Govt./PSUs/Other Govt. Institutions in the period of last 3 years.
4. That I am / We are aware of the Tender Inviting Authority's right to blacklist me/ us for a period of next 3 years, if any information furnished by me/us proved to be false/misleading at any time during the Contract period.
5. That I / We declare to possess the valid documents as required in the Bid T&C and comply with the conditions laid down in the Bid document.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## 19. Annexure 9 - Declaration for No Litigation

### DECLARATION

I/We \_\_\_\_\_ (name of the contractor/agency) having address \_\_\_\_\_, hereby declare that the firm shall not have been involved in any litigation that may have an impact affecting or compromising the delivery of service required.

1. That there are no arrests, indictments, criminal information's or other criminal proceedings now pending against the firm and as an individual, partner, director, or officer of the company/firm.
2. That I have never convicted of a crime in any jurisdiction in any of these capacities;
3. That I have never been sued nor has any judgement been obtained against me/firm in any of these capacities in any civil action in any jurisdiction; and
4. That I have never been the subject of any administrative or disciplinary proceedings initiated by a regulatory or government agency in any of these capacities.

(Signature of bidder/Authorized Signatory with seal)

Pharmaceuticals & Medical  
Devices Bureau of India

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## 20. Annexure 10 – Bid Security Declaration

### DECLARATION

I/ We \_\_\_\_\_-, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified/debarred from bidding against Pharmaceuticals and Medical Devices Bureau of India for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:
  - a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
  - b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, (ii) fail or refuse to furnish the performance security within the timeline, in accordance with the instructions to bidders & as per tender terms & conditions.
3. I/we understand this bid security declaration shall cease to be valid on the thirty first day of the following,
  - a) If I am /we are not the successful bidder, the receipt of your notification of the name of the successful bidder; or
  - b) the expiration of the validity of my/our bid or any extension thereof.

**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## **21. Annexure 11 Earnest Money Deposit (EMD)**

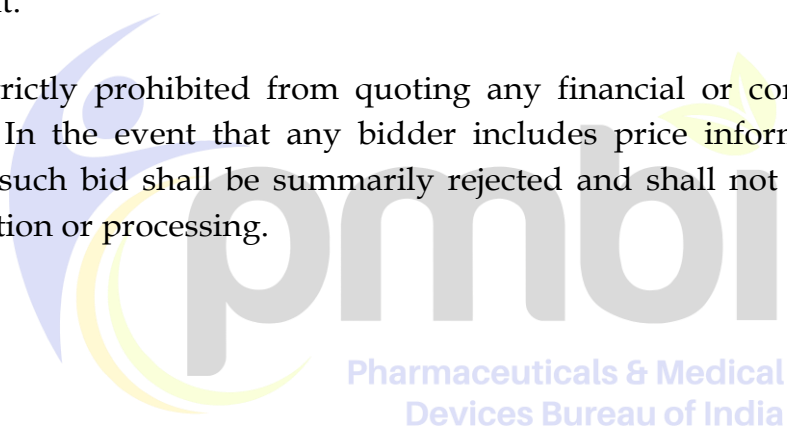
Earnest Money Deposit (EMD) payable in favor of “Pharmaceuticals and Medical Devices Bureau of India (PMBI)”. Bank Account Details: Bank of Baroda, Branch-Parliament Street, New Delhi-110001 A/ C No- 05860200001696 IFSC Code-BARBOPARLIA



## 22. Cover "B" – Financial Bid

S. No.	Particulars	Details
1	Fees/Service Charges for the work	

- (a) The prices quoted by the bidder shall remain fixed during the entire period of contract and shall not be subject to variation on any account.
- (b) The contract will be in force for a period of ONE year commencing from the date of execution of contract. PMBI may also extend the period of contract for a period up to two more years from the date of its expiry on the same terms and conditions with mutual consent.
- (a) Bidders are strictly prohibited from quoting any financial or commercial price in technical bid. In the event that any bidder includes price information within the technical bid, such bid shall be summarily rejected and shall not be considered for further evaluation or processing.



**(Signature of bidder/Authorized Signatory with seal)**

**Name of the Bidder Seal of the Bidder:**

**Place:**

**Date:**

## 23. Evaluation of Bid Documents

**Evaluation of Technical Bid (Cover "A"):** Evaluation of Technical bid will be carrying two stage evaluation as follows:

### 1. Organization Strength (70 Marks) Part "a"

(a) **Experience of the Firm:** - The firm should have minimum 10 years of experience. 10 points fixed for minimum 10 years of experience required and 1 point for each extra 1 year of experience. **(Maximum 15 Marks)**, less than 10 years of experience not qualified for bid.

(b) **Minimum Average Annual Turnover of the Firm:** - The Bidder should have a Minimum Average Annual Turnover of Rs. 25 Lakhs for the last three financial years 2021-22, 2022-23, 2023-24. 10 points fixed for minimum qualification of turnover Rs. 25 lakhs and 1 point for each extra 10 lacs . Turnover over Rs. 25 lakhs. **(Maximum 15 Marks)**, less than 25 lakhs turnover for the last 3 financial year not qualified for bid.

### (c) Technical Strength (30 Marks): -

(i) The bidder must have conducted at least **2 Stock Audits** in last 2 financial year 2023-24 & 2024-25 for companies having turnover of **Rs. 100 Cr or more**. 5 Points fixed for minimum 2 stock audit and 1 point extra for each 1 stock audit **(Maximum 10 Marks)**, less than 2 stock audit, not qualified for bid.

(ii) The bidder must have conducted at least **2 Internal Audits** in last 2 financial year 2023-24 & 2024-25 for companies having turnover of **Rs. 100 Cr or more**. 5 Points fixed for minimum 2 stock audit and 1 point extra for each 1 internal audit **(Maximum 10 Marks)**, less than 2 internal audit, not qualified for bid.

(iii) The bidder must have conducted at least **2 Internal Audits** in last 5 financial year 2020-21, 2021-22, 2022-23, 2023-24 & 2024-25 in government governed- companies / societies/ organization having turnover of **Rs. 500 Cr or more**. 5 Points fixed for minimum 2 internal audit and 1 point extra for each 1 internal audit **(Maximum 10 Marks)**, less than 2 internal audit, not qualified for bid.

(d) **Key Personal:-** The firm should have least 2 Members/Partners, the marks will be. (Less than 2 partners not qualified for bid)

2 Members/Partners	5 Marks minimum
4 Members/Partners	6 Marks
6 Members/Partners	8 Marks
10 Members/Partners	<b>10 Marks maximum</b>

Minimum qualifying mark for technical bid documentation is 40 marks. **(Maximum 70 marks)**

## **2. Quality of Proposal (30 Marks) part “b”**

- A. Minimum qualifying marks for Presentation on technical matters of taxation and Audit plan is 15 marks. **(Maximum 30 points)**
- B. For qualifying in technical bid (Part a+b), the binder must obtain minimum 55 marks.

**Evaluation of Financial Bid (Cover “B”):** Financial bid will be open of successful bidders qualified in technical evaluation. Successful bidders after technical bid will be finally ranked on the basis of quoted fee/service charges for the assignment. Lowest bid will be selected.

### **Note:**

- (1) Bids not meeting the eligibility criteria and requirements of the tender will be rejected.
- (2) A bidder who does not attend the presentation will be technically disqualified for further process of tender.
- (3) This tender is specially for services facility and can be awarded to only one bidder, however for MSME bidders' turnover criteria shall not be exempted and the opportunity will be given to L1 bidder. Therefore, L1 match offer under MOPP will not be considered. If two bidders quote the same rate then preference will be given to L1 bidders with highest technical score.
- (4) The bidders whose quoted fee/service charges are equal in financial bid, then whose technical scores are highest in technical bid (part a & part b) will be considered for L1.
- (5) The bidders whose technical scores are equal in technical bid (part a & part b), then whose technical score (part a) are highest in technical bid will be considered for L1.



## **24. Negotiations**

Negotiations may, however, be undertaken with successful bidder, when the rates are considered to be higher than the prevailing market rates or found to be on higher side upon analysing by bid evaluation committee. The bid evaluation committee shall have full power to undertake negotiations. Detailed reasons and results of negotiations shall be recorded in the proceedings.

## **25. Disqualification**

PMBI may at their sole discretion and at any time during the evaluation of the proposals, disqualify any bidder, if the bidders have,

- Submitted the proposal without required documents.
- Mislead or false representation in the forms, statements and supporting documents with the bid.
- Declared ineligible by the Government of India or any state Government for corrupt and fraudulent practices or blacklisted.

The bidders are requested to examine all instructions, forms, terms and other details before submitting the application.

## **26. Conditions under which tender is issued**

The tender is not an offer and is issued with no commitment. PMBI has the right to withdraw tender and or vary any part thereof at any stage. PMBI has further right to disqualify any bidder, should it be so necessary at any stage.